

CHAPTER 2

OCCUPATIONAL CATEGORIES

The CT occupational category is delineated by the types of duties performed and the general functional environment in which it is found. The AS, PS, and UA, categories are also customarily delineated by these same factors; however, positions classifiable to one-grade interval series that exceed the AS/PS-7 levels are classified in the UA category at the UA-6 level and above.

A. CRAFTS AND TRADES. The CT category includes positions in a recognized craft or trade, or in an unskilled, semiskilled, or skilled manual labor occupation. Leader and supervisory positions having craft, trade, or laboring experience and knowledge as a paramount requirement are also categorized as CT positions.

1. The CT occupational category involves duties such as receipt, storage, and distribution of merchandise; maintenance and repair of buildings, grounds, and automotive equipment; food and beverage preparation and service; and the provision of porter or maid service. Positions in this category shall be coded, titled, and graded in accordance with the provisions of FPM Supplements 532-1 "Federal Wage System," FPM Supplement 532-2, and part 3 FPM Supplement 512-1, "Job-Grading System for Trades and Labor Occupations," (reference (e), (c), and (f)).

2. DoD NAF job-grading guides, specific to nonappropriated fund operations, may also be used to supplement OPM standards when grading CT positions.

B. ADMINISTRATIVE SUPPORT. The AS category includes positions responsible for secretarial, clerical, or administrative functions in an office or nonmanual environment. AS positions include inventory management, accounting, procurement, personnel, and payroll functions. These functions involve duties such as typing, stenography, receipt and distribution of mail, file maintenance, and office machine operation. Positions involving AS-type duties classifiable above AS-7 are included in the UA category.

1. Positions assigned to lead or supervise employees performing these duties are also categorized as, AS, except:

a. If the base level of nonsupervisory work is AS-7, the leader job is classified in the UA category;

b. If the base level of nonsupervisory subordinate workers is AS-6 or AS-7, the supervisory job over such workers is classified in the UA category.

C. PATRON SERVICES. The PS category includes positions responsible for retail selling; providing recreation, amusement, and personal services; protecting facilities and merchandise; and child care. Positions in this category shall be titled, coded, and graded in accordance with the appropriate job-grading standards of this manual. Positions containing PS-type functions and classifiable above PS-7 are included in the UA category.

1. Positions that are assigned to lead or supervise PS employees are also categorized as PS, except:

a. If the base level of nonsupervisory work led is PS-7, the leader job is classified in the UA category;

b. If the base level of nonsupervisory subordinates is PS-6 or PS-7, the supervisory job is classified in the UA category.

D. UNIVERSAL ANNUAL. The UA category includes positions responsible for administering, managing or performing work in an office, business, or fiscal operation. Such positions differ from AS positions in that they are concerned primarily with the development and implementation of management policies or general business operations.

1. UA duties require discretion and independent judgment, and include managerial, executive, technical or professional positions responsible for work that requires professional, scientific, or technical training equivalent to graduation from a college, university, or technical school of recognized standing.

2. Positions in this category shall be identified with series codes, titles, and grades authorized in accordance with this manual and the occupational structure covered by the OPM "Handbook of Occupational Groups and Series of Classes" (reference (g)).